



SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND PHOTOCOPIER TONER FOR VARIOUS OFFICES OF MINSU BONGABONG CAMPUS

Name of Project

**BAC Resolution Recommending Approval
Resolution No. 060, s. 2025**

WHEREAS, the Mindoro State University (MinSU), through its Bids and Awards Committee (BAC), intends to undertake the procurement for the **"Supply and Delivery of Office Supplies and Photocopier Toner for Various Offices of MinSU Bongabong Campus"**, with an Approved Budget for the Contract (ABC) in the amount of **Two Hundred Twelve Thousand Six Hundred Nineteen Pesos and 39/100 (Php212,619.39)**, which is allocated as follows:

Particulars	Sub-ABC Amount
Lot 1 – Office Supplies	Php52,113.23
Lot 2- Photocopier Toner	Php160,506.16

WHEREAS, upon review of the two (2) lots, it has been determined that distinct procurement modalities shall govern their respective acquisition, in accordance with the Implementing Rules and Regulations (IRR) of Republic Act No. 9184;

WHEREAS, Lot 1 pertains to the procurement of Office Supplies which is classified under **Section 53.9** of the IRR of RA 9184 (Small Value Procurement);

WHEREAS, Lot 2 involves the procurement Photocopier Toner, which is classified under **Section 50** of the IRR of RA 9184 (Direct Contracting);

WHEREAS, the classification of procurement lots into distinct modalities is done in accordance with RA 9184 and does not violate the provision on Splitting of Government Contracts, as each procurement category is governed by its respective regulatory framework and procurement threshold;

WHEREAS, in accordance with the aforementioned distinctions, the BAC shall initiate separation for the procurement of the specified lots, ensuring alignment with the appropriate procurement modality as prescribed under RA 9184;

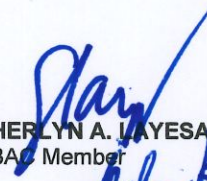
NOW, THEREFORE, BE IT RESOLVED, that the BAC hereby recommends to the Head of the Procuring Entity the approval of the following actions related to the project **"Supply and Delivery of Office Supplies and Photocopier Toner for Various Offices of MinSU Bongabong Campus"**:

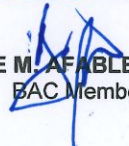
- Lot 1 under Negotiated Procurement as Section 53.9 of the IRR of RA 9184 (Small Value Procurement) and;
- Lot 2 under Negotiated Procurement as per **Section 50** of the IRR of RA 9184 (Direct Contracting).

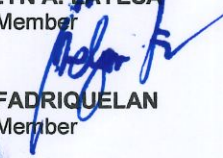
RESOLVED, this 11th day of April, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.


CIEDELLE P. SALAZAR, J.D., Ph.D
BAC Chairperson


Engr. MARK LESTER A. MAGPANTAY
BAC Vice-Chairperson


ATTY. SHERLYN A. LAYESA
BAC Member


FRANIE M. AFABLE, DBMHM
BAC Member


MELGAR G. FADRIQUELAN
BAC Member

[] Approved / [] Disapproved


ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

Date: _____

APPROVED BUDGET FOR THE CONTRACT (ABC)
SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND PHOTOCOPIER TONER FOR VARIOUS OFFICES OF MINSU BONGABONG CAMPUS
Labasan, Bongabong, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:														
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS					
									INFLATION,		VALUE		TOTAL COST	UNIT COST
									%	INFLATION,	%	VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)X(9)	(11)	(12)	(13)	
	LOT 1- OFFICE SUPPLIES													
	(Admin)													
1	Ballpen - (I-Gel GI 165) Blk (12'S)	3	bxs	250.00	750.00									
2	Ballpen - (I-Gel GI 165) blue (12'S)	3	bxs	250.00	750.00									
3	Ballpen (black)	3	bxs	350.00	1,050.00									
4	Binder Clip (1 1/4)	5	bxs	90.00	450.00									
5	Binder Clip (15mm)	5	bxs	35.00	175.00									
6	Binder Clips 1" (25Mm Width)	3	bxs	65.00	195.00									
7	Binder Clips (2 inches)	2	bxs	95.00	190.00									
8	Binder Clips Jumbo	3	bxs	95.00	285.00									
9	Binding Element 1 1/2 flat	2	pcs	80.00	160.00									
10	Binding Element 1" flat	3	pcs	55.00	165.00									
	Office Bulletin Cork Board Aluminum Frame	1	pcs	698.00	698.00									
11	(60cm x 90cm)													
12	Brown envelop long	16	pcs	8.00	128.00									
13	Certificate Holder - Short	5	pcs	50.00	250.00									
14	Clear Folder - long/green	20	pcs	30.00	600.00									
15	Clear Folder - A4/green	5	pcs	30.00	150.00									
16	Correction tape 6m x 5mm	5	pcs	40.00	200.00									
17	Coupon Bond A4 s 20	5	reams	260.00	1,300.00									
18	Coupon Bond long subs 20	5	reams	280.00	1,400.00									
19	Coupon Bond short subs 20	6	reams	230.00	1,380.00									
20	Double Side tape 1/2	5	pcs	40.00	200.00									
21	Double Sided Tape 1	5	pcs	60.00	300.00									
22	Folder long 14 pts 100's	1	reams	800.00	800.00									
23	Glue (240 G)	5	btls	85.00	425.00									
24	Highlighter (yellow-green)	6	pcs	50.00	300.00									
25	Index Clear Tab (white)	3	bxs	130.00	390.00									
26	Ink #003 (Black)	2	btls	350.00	700.00									
27	Ink #003 (Cyan)	2	btls	350.00	700.00									
28	Ink #003 (Magenta)	2	btls	350.00	700.00									
29	Ink #003 (yellow)	2	btls	350.00	700.00									
30	Packaging tape 2"	4	rolls	65.00	260.00									
31	Paper Clip (big) (48mm)	4	bxs	45.00	180.00									
32	Paper Clip (small) (32mm)	3	bxs	25.00	75.00									
33	Paper Clips (coated) (50mm)	3	bxs	35.00	105.00									



PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: MBC25-08		Date: February 26, 2025	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		LOT 1 - OFFICE SUPPLIES (ADM)			
	bxs	Ballpen - (I-Gel GI 165) Blk (12'S)	3	250.00	750.00
	bxs	Ballpen - (I-Gel GI 165) blue (12'S)	3	250.00	750.00
	bxs	Ballpen (black)	3	350.00	1,050.00
	bxs	Binder Clip (1 1/4)	5	90.00	450.00
	bxs	Binder Clip (15mm)	5	35.00	175.00
	bxs	Binder Clips 1" (25Mm Width)	3	65.00	195.00
	bxs	Binder Clips (2 inches)	2	95.00	190.00
	bxs	Binder Clips Jumbo	3	95.00	285.00
	pcs	Binding Element 1 1/2 flat	2	80.00	160.00
	pcs	Binding Element 1" flat	3	55.00	165.00
	pcs	Office Bulletin Cork Board Aluminum Frame (60cm	1	698.00	698.00
	pcs	Brown envelop long	16	8.00	128.00
	pcs	Certificate Holder - Short	5	50.00	250.00
	pcs	Clear Folder - long/green	20	30.00	600.00
	pcs	Clear Folder - A4/green	5	30.00	150.00
	pcs	Correction tape 6m x 5mm	5	40.00	200.00
	reams	Coupon Bond A4 s 20	5	260.00	1,300.00
	reams	Coupon Bond long subs 20	5	280.00	1,400.00
	reams	Coupon Bond short subs 20	6	230.00	1,380.00
	pcs	Double Side tape 1/2	5	40.00	200.00
	pcs	Double Sided Tape 1	5	60.00	300.00
	reams	Folder long 14 pts 100's	1	800.00	800.00
	btls	Glue (240 G)	5	85.00	425.00
	pcs	Highlighter (yellow-green)	6	50.00	300.00
	bxs	Index Clear Tab (white)	3	130.00	390.00
	btls	Ink #003 (Black)	2	350.00	700.00
	btls	Ink #003 (Cyan)	2	350.00	700.00
	btls	Ink #003 (Magenta)	2	350.00	700.00
	btls	Ink #003 (yellow)	2	350.00	700.00
	rolls	Packaging tape 2"	4	65.00	260.00
	bxs	Paper Clip (big) (48mm)	4	45.00	180.00
	bxs	Paper Clip (small) (32mm)	3	25.00	75.00
	bxs	Paper Clips (coated) (50mm)	3	35.00	105.00
	bxs	Paper fastener (50's)	3	35.00	105.00
	box	Pencil #2	3	80.00	240.00
	pcs	Pencil sharpener, rotary w/ clamp	1	400.00	400.00
	packs	Photo Paper (A4, Plain Back) 20's	5	180.00	900.00
		PAGE 1 TOTAL			17,756.00

Purpose:

Office supplies for different offices

STF - 1071
 164 - 200 - 02-00078

Signature :	Requested by:	Recommending Approval:	Certified Allotment Available:
Printed Name : MARY JANE R. ALMAREZ		CIEDELLE P. SALAZAR, Ph.D.	ROVELYN P. ROXAS
Designation : AO V/Actg. Supply Officer		Actg. CED/VPAA	SAO-Finance/Acting BO III
Signature :	Approved by:		
Printed Name : ENYA MARIE D. APOSTOL, Ph.D.			
Designation : SUC President III			



PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: MBC25-08		Date: February 26, 2025	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	pads	Record Book 200 pages	1	250.00	250.00
	pcs	Sign pen (Hi-Techpoint- Black)	5	80.00	400.00
	bxs	Sign pen (Hi-Techpoint- Blue)	5	80.00	400.00
	pcs	Scissor Big	1	80.00	80.00
	bots	Stamp pad ink (blue)	1	251.00	251.00
	pcs	Stamp Pad, Felt Pad #2	2	200.00	400.00
	bxs	Staple wire #35	4	45.00	180.00
	pads	Sticky Note (3X3)	3	50.00	150.00
	pads	Sticky note (3x5) light colors	3	50.00	150.00
	packs	Sticky Tab (Index Arrow Flags) 20's/pads (10pads)	5	50.00	250.00
	unit	Tape Dispenser	1	350.00	350.00
	cartridge	Photocopier Ink Cyan	1	10,675.00	10,675.00
	cartridge	Photocopier Ink Magenta	1	10,675.00	10,675.00
	cartridge	Photocopier Ink Yellow	1	10,675.00	10,675.00
	cartridge	Photocopier Ink Black	1	5,425.00	5,425.00
		LOT 2 (FSD)			
	Btls	Ink #003 (Black)	5	350.00	1,750.00
	Btls	Ink #003 Yellow	6	350.00	2,100.00
	Btls	Ink #003 Magenta	6	350.00	2,100.00
	Btls	Ink #003 Cyan	6	350.00	2,100.00
	bxs	Ballpen - (I-Gel GI 165) blue (12's)	6	250.00	1,500.00
	pcs	File Folder Long Art Kraft	30	10.00	300.00
	reams	Coupon Bond A4 Subs 20	20	260.00	5,200.00
	reams	Coupon Bond Long Subs 21	20	280.00	5,600.00
	reams	Coupon Bond AShort Subs 22	20	260.00	5,200.00
	cartridge	Toner Cartridge, IMC2500, Blk	1	5,421.16	5,421.16
	cartridge	Toner Cartridge, IMC2500, Yellow	1	10,675.00	10,675.00
	cartridge	Toner Cartridge, IMC2500, Magenta	1	10,675.00	10,675.00
	cartridge	Toner Cartridge, IMC2500, Cyan	1	10,675.00	10,675.00
	bxs	Pencil #2 12's	10	120.00	1,200.00
	pcs	Highlighter (Yellow-green)	20	50.00	1,000.00
	reams	Folder Long 14 Pts 100's	2	800.00	1,600.00
	bxs	Paper vinyl-coated Clips (50mm)	5	35.00	175.00
		LOT 3 (SD)			
	cartridge	Toner gestetner IM C2000 Cyan	2	10,675.00	21,350.00
	cartridge	Toner gestetner IM C2000 Magenta	2	10,675.00	21,350.00
	cartridge	Toner gestetner IM C2000 Yellow	2	10,675.00	21,350.00
	cartridge	Toner gestetner IM C2000 black	4	5,390.00	21,560.00
PAGE 2 TOTAL					193,192.16
Purpose:		Office supplies for different offices STF - 1071 164-200 -02-00071			
Requested by:		Recommending Approval:		Certified Allotment Available:	
Signature : Printed Name : MARY JANE R. ALMAREZ Designation : AO V/Actg. Supply Officer		Signature : Printed Name : CIEDELLE P. SALAZAR, Ph.D. Designation : Actg. CED/VPAA		Signature : Printed Name : ROVELYN P. ROXAS Designation : SAO-Finance/Acting BO III	
Signature : Printed Name : Designation :		Approved by: ENYA MARIE D. APOSTOL, Ph.D. SUC President III			

PURCHASE REQUEST

Fund Cluster:[illegible]